

OTE 82-1562

29 September 1982

MEMORANDUM FOR: Management Staff, ODP

ATTENTION:

FROM:

Executive Officer, OTE

SUBJECT: Request for Comments on Draft Word Processing Notice

REFERENCE: AD/ODP Memorandum of 22 September 1982, Same Subject

1. The Office of Training and Education (OTE) has reviewed the ODP request of 22 September for comments on your draft of a proposed Word Processing Notice.

2. We would like to reemphasize the comments submitted on 11 August 1982 for the initial draft. A copy of the submission is attached for your convenience.

3. The last sentence of paragraph 6, page 11, should read as follows:

"OTE requires" vice "OTE suggests that personnel be trained on Wang..."

The information that has been given to component training officers is that Forms 136, Request for Training at Non-Agency Facility, will not be processed until the office or component of the requesting individuals has completed a preinstallation visit by Wang representatives, this visit is expected to take place about one week prior to delivery and installation of the equipment. If you have questions, please contact

Attachment:
As Stated

OTE 82-1557
11 August 1982

STAT
MEMORANDUM FOR: [REDACTED]
Director, Office of Data Processing

STAT
ATTENTION: [REDACTED]

STAT
FROM: [REDACTED]
Executive Officer
Office of Training and Education

SUBJECT: Request for Comments on Draft Word Processing Notice

REFERENCE: Your Memo of 26 July 1982; Same Subject

1. The Office of Training and Education has reviewed the attached ODP request of 26 July for comments on your draft of a proposed Word Processing Notice.

2. We suggest that the attached comments concerning word processing support activities be included in the final draft. The suggested comments reflect specific attention to the role of training and the cost associated therewith.

STAT

Attachment:
As Stated

ADMINISTRATIVE - INTERNAL USE ONLY

2 August 1982

MEMORANDUM FOR: Chief, Plans Group

FROM:

Chief, Information Science Center

SUBJECT: Comments oA Draft Word Processing Notice

1. In general, the Draft Word Processing Notice does not provide sufficient attention to training. If the users of the Wang equipment are not properly trained, they will be unable to make effective use of the equipment. Further, those reading this notice should be made aware of the costs associated with training.

2. The following specific comments are made on the draft notice: